

~~SECRET~~

Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070017-1

APR 11 1956

MEMORANDUM FOR: Staff and Division Chiefs of Support

SUBJECT : Procedure for Submission of Claims for Reimbursement and
Requests for Approval of Accounts Under Authority of [REDACTED]

25X1A

25X1A

25X1A

1. Claims for reimbursement and requests for approval of accounts under authority of [REDACTED] and Paragraph 9 of [REDACTED] should be prepared in staff study form in accordance with the attached sample format. 25X1A

2. The staff studies should be processed within the originating Staff or Division to the:

A. Budget Fiscal Officer to determine that, if the account is approved for charge to expense, funds are available within the Allotment Account quoted.

B. Chief of Support to determine that the presentation is complete, concise and correct in all its statements of fact, and bears concurrence or comment of appropriate offices outside the Staff or Division.

C. Staff or Division Chief for approval of the staff study, including the action recommended therein.

3. Upon completion of processing by the Staff or Division concerned, the staff study will be submitted to the SSA-DD/S for review and approval, or the recommendation to appropriate authority for action.

4. Staff studies submitted under this procedure will be addressed as follows:

A. Claims under Paragraph 9 of [REDACTED]

25X1A

"To : Deputy Director (Support)
"Through: SSA-DD/S"

B. Requests for approval of accounts under [REDACTED]

25X1A

"To : Board of Review for Shortages and Losses
"Through: SSA-DD/S"

C. Requests for approval of accounts amounting to \$500.00 or less, under [REDACTED]

25X1A

"To: Special Support Assistant to the Deputy Director (Support)"

Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070017-1

~~SECRET~~

~~SECRET~~

Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070017-1

SUBJECT : Procedure for Submission of Claims for Reimbursement and
Requests for Approval of Accounts Under Authority of
[REDACTED] and Paragraph 9 of [REDACTED]

25X1A

25X1A

D. Requests for approval of accounts amounting to more than
\$500.00 under [REDACTED]

25X1A

"To : Board of Review for Shortages and Losses
"Through: SSA-DD/S"

After review by SSA-DD/S, such cases will be forwarded to the DD/P for
transmittal to the Board of Review for Shortages and Losses.

25X1A

[REDACTED]
Special Support Assistant
to the
Deputy Director (Support)

Attachment

~~SECRET~~

Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070017-1